

## Facilities Available for Public Use



# Minute Man National Historical Park

*Minute Man Visitor Center - Lexington, Massachusetts*



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### *History*

On April 19, 1775, British soldiers and American militia, "minute men" met in a series of unplanned skirmishes along a 22 mile stretch of road that ran from Boston to Concord. The events that occurred along the Battle Road would mark the beginning of a struggle between British authorities, determined to enforce the will of Parliament, and the people of Massachusetts, determined to retain their rights as English citizens. An American war for independence and self-government was born which would last more than eight years. This story also encompasses the evolution of the ideals of freedom and liberty: the American literary revolution.

The Minute Man Visitor Center is conveniently located on Rte 2A (one mile west of I-95/128). Today the visitor center lobby, theatres and grounds are available for use by the general public for permitted uses such as evening social functions & other events. The park's function manager is here to see that your event runs smoothly in a manner that complies with conditions of the National Park Service and ensures the preservation of the landscape and structure. Please read the rules and regulations to determine if they will correspond with your event plans.

### ***Minute Man Visitor Center (for evening functions)***

#### Lobby Area:

150-person cocktail event  
(Floor props will be moved by NPS staff)

#### Caterer Facilities:

- Caterer truck access in rear of building
- Electrical outlets available

Parking: (shared use with park visitors)  
80 spaces: evening use

#### Road to Revolution Theatre:

Capacity: 75

- bench-style seating
- \*30-minute multi-media show

#### Blue Theatre:

Capacity: 95

- theatre style seating
- \*screen & projector available
- \*computer (for powerpoint), VCR, DVD can be plugged into projector

### ***Minute Man Visitor Center (for evening functions)***

#### Bookstore:

Let us know if you are interested in after-hours operation of bookstore.

\*Interpretive Programming: See Educational Programs for information on available interpretive programming to enhance your event. Ranger-led talk, viewing of award-winning show or blue theatre use. (additional fee for program)

#### NOTE: Visitor Center grounds are available for outdoor functions.

- Tentable area (tent not included)
- Maximum 200 persons
- visitor center restroom facilities may be arranged for after-hours private use when Visitor Center is closed to the general public.
- Limited parking (20 spaces for day use; 80 spaces for evening use)

# **Facilities Available for Public Use**

## ***RULES AND REGULATIONS***

**USE & ACCESS:** A Special Use Permit for use of Minute Man Visitor Center grounds, lobby &/or theatres may be scheduled for a minimum of four hours. Facility use is limited to when the Visitor Center is closed to the public. See [www.nps.gov/mima](http://www.nps.gov/mima) for Visitor Center hours of operation. Hours specified in the Special Use Permit are the ONLY hours permittee, guests and those associated with the event can be using the grounds/visitor center. Set-up and breakdown will not be allowed prior to or after the hours specified in the Special Use Permit. Please plan accordingly.

- Additional hours may be scheduled at an additional cost.

**SET-UP AND BREAKDOWN:** Permittee is responsible for all set-up and breakdown, which includes but is not limited to decorations, chairs, tables, clean-up and trash removal within the time specified in the Special Use Permit. Permittee is responsible for bagging and removing all trash from the park. In the event that trash is left behind, permittee will be billed \$65.00 per hour staff overtime for removal of trash and/or decorations associated with the event.

**RAIN/BAD WEATHER:**

In the case of rain or bad weather, permittee is not allowed to move an outdoor event into the Visitor Center. The function activities are restricted to the designated “permitted” area.

**DESIGNATED EVENT COORDINATOR:** Prior to issuance of a permit, we require that the event coordinator be named to take care of the planning prior to the event & on-site logistics on the day of your event. The event coordinator is expected to communicate with the park function manager prior to the event to address your function needs. The event coordinator must be present from set-up to breakdown on the day of your function to insure guidelines are followed and communicated to persons associated with the function and clean-up, such as caterers, bartenders, etc.

**ITEMS NOT PERMITTED IN THE VISITOR CENTER OR ON PARKLAND:** To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the throwing of rice, birdseed, flower petals or other natural or artificial materials is not allowed.

**DIRECTIONAL SIGNAGE:** Affixing modest, self-standing directional signage must be approved, in advance. The park's function manager will be happy to provide you with written directions and maps or you may download them from our [park map website](#).

**FOOD and BEVERAGE:** Caterers must submit required proof of being licensed and insured. Alcohol of any kind must be served by an insured bartender with sufficient liquor liability insurance (\$1million per individual/\$1million per incident). BBQ grill used by licensed caterer is allowed. All items carried in must be carried out. See Special Use Permit.

**DECORATIONS:** Decorations, including flowers, must be discussed prior to the issuance of the Special Use Permit. The use of tape, staples, tacks or nails to affix any materials or decorations to the building/trees, etc. is not allowed. This includes but is not limited to walls, doors, and floors.

**NO OPEN FLAMES:** Candles, fires and all other forms of open flames are prohibited in the building and on parklands. [Sterno is O.K.]

**MUSIC:** Amplified music is not allowed.

**PARKING:** Parking is available to all park visitors on a 1<sup>st</sup> come 1<sup>st</sup> served basis. Generally, parking for 80 cars will be available for after-hours events at Minute Man Visitor Center. Additional parking

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needs can be discussed. The Visitor Center Parking Lot has 28 spaces, 4 handicap spaces, 12 bus spaces and 40 overflow parking spaces.

SMOKING: Smoking is prohibited inside the building.

### **COSTS**

TOTAL COST: \$750.00 (see following for cost breakdown)

Security Deposit: \$200.00 (returned by mail after event if no damages or cleaning [grounds and premises] is needed). Permittee is responsible for any damages in excess of deposit.

#### LAW ENFORCEMENT COSTS:

An additional charge may be assessed for:

- Uniformed Staff: If use requires overtime uniformed presence.
- Uniformed Staff: If uniformed staff is required to direct traffic and facilitate parking

#### REHEARSAL COSTS AND SCHEDULES:

- Tuesdays and Fridays 1pm to 5pm: With a Special Use Permit, a maximum of one hour logistical planning time with the park function manager is granted at no additional cost.
- All other times: \$65.00 per hour.
- Weekends/Holidays: \$260.00 minimum charge. (up to two hours).

ADDITIONAL HOURS: Additional hours beyond time specified in the Special Use Permit for event may be scheduled at \$300.00 per hour. Set up for permitted events may begin at \_\_\_\_\_. Clean up following permitted events must be completed by \_\_\_\_\_.

#### CANCELLATION AND REFUNDS:

- \$100.00 of the administrative cost is non-refundable (no exceptions).
- **If the reservation is cancelled less than 30 days prior to the scheduled event (no exceptions):** A total of \$250.00 administrative cost is non-refundable.

### **RESERVATION PROCEDURES**

We accept reservations. To place a date on hold, call the park's function manager at (978) 318-7823. At this time your request will be entered on to our event calendar and the date will be held for two weeks. Our office must receive the application and \$250.00 administrative cost by the end of the two-week period or the date will be released. Upon receipt of the application and administrative cost a Special Use Permit will be mailed or faxed to you. The remaining balance of \$500.00 plus a \$200.00 security deposit is due one month prior to the event. Feel free to visit the Minute Man Visitor Center yourself or request a tour of the facilities. See our park homepage at [www.nps.gov/mima](http://www.nps.gov/mima) for park information.